



RENEWAL INFORMATION

To renew your Drinking Water **Treatment** or **Distribution** Operator Certification for three years, complete and submit this form along with copies of your continuing education contact hour certificates or transcripts and the appropriate fee(s) listed below to the address noted on the renewal form. Make your check or money order payable to **SWRCB-DWOCB** (do not send cash). **ALL FEES ARE NON-REFUNDABLE.** If you have any questions regarding your certification renewal, contact the Drinking Water Operator Certification Renewal desk at (916) 449-5615 or the main line number at (916) 449-5611.

RENEWAL FEES

A discounted renewal fee is available to operators who are currently certified as **both** a drinking water treatment operator **AND** a water distribution operator. If you only have one certificate, please pay the amount listed under *Renewal Fee* for your grade level. If you hold both treatment and distribution certificates, please pay the fee listed under *Discount Fee*.

YOUR DRINKING WATER TREATMENT AND DISTRIBUTION CERTIFICATES MUST BE RENEWED SEPARATELY. ONE FEE WILL NOT RENEW BOTH CERTIFICATES.

Grade	Renewal Fee	Discount Fee (currently certified in both water distribution and treatment)	First Late Fee	Second Late Fee
1	\$70.00	\$55.00	<u>plus</u> \$50.00	<u>plus</u> additional \$50.00
2	\$80.00	\$60.00	<u>plus</u> \$50.00	<u>plus</u> additional \$50.00
3	\$120.00	\$90.00	<u>plus</u> \$50.00	<u>plus</u> additional \$50.00
4	\$140.00	\$105.00	<u>plus</u> \$50.00	<u>plus</u> additional \$50.00
5	\$140.00	\$105.00	<u>plus</u> \$50.00	<u>plus</u> additional \$50.00

Renewal fees are due four months **BEFORE** the expiration date. This allows us processing time before your expiration date. A late fee of \$50 will be added for renewals postmarked after the due date, but more than 45 days prior to your expiration date. An additional late fee of \$50 (total of \$100 in late fees) will be added for renewals postmarked less than 45 days prior to the expiration date.

<u>EXPIRATION DATE</u> If your certification expires on this date...	<u>DUE DATE/ FIRST LATE FEE</u> Your payment and renewal form are due by this date. If the postmark is after this date, a \$50 late fee will be added.	<u>SECOND LATE FEE</u> A second \$50 late fee will be added if the postmark for your payment and renewal form is after this date
January 1, 2017	September 1, 2016	November 17, 2016
February 1, 2017	October 1, 2016	December 18, 2016
March 1, 2017	November 1, 2016	January 16, 2017
April 1, 2017	December 1, 2016	February 16, 2017
May 1, 2017	January 1, 2017	March 17, 2017
June 1, 2017	February 1, 2017	April 17, 2017
July 1, 2017	March 1, 2017	May 17, 2017
August 1, 2017	April 1, 2017	June 17, 2017
September 1, 2017	May 1, 2017	July 18, 2017
October 1, 2017	June 1, 2017	August 17, 2017
November 1, 2017	July 1, 2017	September 17, 2017
December 1, 2017	August 1, 2017	October 17, 2017

To avoid late fees, your renewal form and fees must be postmarked by your Due Date. You may then submit your continuing education contact hours by your Expiration Date to prevent your certification from expiring.

CONTINUING EDUCATION HOURS ARE REQUIRED

To renew your certification, you must submit proof of completion for the number of continuing education contact hours as listed below. Acceptable drinking water courses must have been completed within the past 3 years of your due date and not used on a prior renewal.

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Number of Required Contact Hours	12 hours	16 hours	24 hours	36 hours	36 hours

No More Than 25% of Your Contact Hours may be Safety-Related

Please remember, it is your responsibility to keep and maintain your proof of continuing education contact hours. Keep all originals and only submit copies of your contact hours with your renewal form and renewal fee.

Very Important	Continuing education contact hours are due by your Expiration Date. If your hours are not completed by that date, you have a six-month grace period after your Expiration date to complete them. During this grace period, your certification is EXPIRED and you must not work as an operator until your certification has been renewed.
	If you have NOT completed your contact hours within six months of your Expiration Date, your certification is revoked and you must take and pass an examination in order to be eligible to be a certified operator again.
	If you complete your contact hours within six months of your expiration date, your renewal paperwork must be postmarked no later than one year after your Expiration Date. After one year, your certification is revoked and you must take and pass an examination in order to be eligible to be a certified operator again.

To renew your certification for three years, please do the following:

- On the bottom half of this form:
 - Check mark which certification you are renewing, fill in your grade level, operator number and due date.
 - Neatly print your name, mailing address, expiration date, email address, your other treatment/distribution certification number (if applicable), phone number, and the amount of the check.
 - If you are presently employed by a water treatment or distribution facility, please print their name and city/state. If you are not employed by a water company, please print N/A.
 - Sign and date on the Original Signature line.
- Make your check or money order payable to **SWRCB-DWOC** (do not send cash). **All Fees Are Non-Refundable.**
- Make copies of your certificates of completion or school transcripts (official or unofficial).
- Mail this form with your renewal fees and copies of your certificates or transcripts to the address listed below.

For more information on renewals and continuing education, visit our website at:
http://www.waterboards.ca.gov/drinking_water/certlic/occupations/DWOpcert.shtml

Mail this form, payment, and continuing education hours to:

**State Water Resources Control Board
Drinking Water Operator Certification Program
PO Box 944212
Sacramento, CA 94244-2120**

Check which certification you are renewing (only check one)

_____ Treatment **OR** _____ Distribution Grade _____

Operator #: _____ Due Date: _____

Name: _____

Mailing Address: _____

City: _____

State: _____ Zip Code: _____

Please submit a separate form for each certificate renewal.

If you would like your name & address **REMOVED** from the mailing list that is provided to the water systems, please initial here: _____

↓ <i>This information is required to renew your certificate</i> ↓	
IMPORTANT RENEWAL INFORMATION (to be filled out by operator)	
Certificate Expiration Date: _____	
_____ E-Mail address	
To qualify for a Dual Certification Discount, please provide your other treatment or distribution Operator Number _____ [you must be currently certified to qualify for discount]	
Phone No.: _____ Check one: Work () Cell () Home ()	
Amount of Check: \$ _____	
If you are presently employed by a water treatment or water distribution facility, please provide:	
Company Name: _____	
City/State: _____	
Original Signature	Date

FOR DWOC OFFICE USE ONLY	
Date To Accounting: _____	
ID Card Sent/Database Updated: _____	

Approved by: _____	Date: _____